SUNY WESTCHESTER COMMUNITY COLLEGE

NURSING STUDENT HANDBOOK

2024-2025

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Mission and Philosophy

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development, and lifelong learning.

Westchester Community College's Nursing Department Mission Statement is congruent with that of its parent institution. The department provides accessible, high quality and affordable nursing education to meet the needs of our diverse community. The Nursing Faculty is committed to student success, academic excellence, and to preparing qualified nursing professionals who can influence the health care environment and enhance the quality of life for individuals and families in our community.

Mission of the School of Health Sciences and Wellness
The mission of the School of Health Sciences and Wellness is to provide value beyond a grade as well as assist in developing caring, committed professionals. Programs strive to maintain the highest industry standard through ongoing quality improvement and national accreditations.

Each program provides a rigorous, structured curriculum designed to foster critical thinking by directing the student's ability to collect information, interpret its significance, and draw conclusions. Classroom experiences establish a foundation of concepts that provide the rationalization for why procedures are performed. Laboratory and clinical experiences build on this foundation by demonstrating how concepts, theories and models are applied to career-specific environments. These guided, hands-on opportunities are designed to develop skillful techniques and lead students toward clinical competency.

Professors facilitate students' professional growth by serving as mentors who model appropriate skills: problem solving and decision making, collaboration, interpersonal and professional communication. Committed to developing students into compassionate professionals, faculty are devoted to engendering skills and empathy to positively influence the quality of life and advance teaching and learning in their field.

Nursing Department Philosophy
The members of the nursing faculty believe that nursing encompasses core values including caring, diversity, integrity, excellence, client-centered care, communication, interprofessional collaboration, ethics, and professional behavior. These serve as foundational elements for a curriculum designed to provide students with the opportunity to acquire the knowledge, skills, and attitudes that are essential for safe, competent nursing practice.

At Westchester Community College the core nursing professional values are operationalized through the six Quality and Safety Education for Nurses (QSEN) competencies: Client-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics. In addition to the QSEN model, the faculty believes in adherence to the ANA standards of conduct as well as the nurse practice act to reinforce professional behaviors and values.

The faculty members function as facilitators, resource persons, and role models, encouraging students to develop the knowledge and critical thinking skills necessary to restore and maintain health, prevent illness, and provide end-of-life care. The education of nurses incorporates evidence-based knowledge, which requires rigorous intellectual inquiry, critical thinking, and an understanding based on the arts, sciences, and humanities.

Integration of the program's core values throughout the curriculum promotes student-centered learning to develop a framework for continued personal and professional growth. Current nursing practice requires entry-level proficiency in the QSEN competencies. Faculty members provide diverse educational experiences for students, incorporating a variety of teaching methodologies and clinical experiences. Nursing faculty recognize students have their own unique learning needs and will integrate knowledge best when they are actively involved in the learning process. Clinical experiences reflect the complexities of current professional nursing practice. Diverse

experiences enable students to develop the clinical judgement required to perform safe client care.

The Associate Degree Nursing curriculum provides the basic education necessary to practice as a registered nurse within our community and the greater global community. In congruence with our mission of life-long learning, the students are encouraged to continue their nursing education by obtaining advanced degrees and certifications.

A successful student in our school embraces education as a personal responsibility by learning the most from each opportunity and critically considering how each is relevant to her/his goals. Utilizing a career-centered approach that is rich with didactic, laboratory and clinical experiences, the school is here to start students on a journey of service to the community, with a commitment to life-long educational advancement.

Organizational Chart

Nursing Department Chairperson
- **Maureen Carman MSN, RNC:** Faculty: Maternal Newborn Nursing and Women's Health Clinical Coordinator (ADN 131)

Curriculum Chairperson
- **Ann Hay, MSN, RN:** Faculty: Medical Surgical Nursing (ADN 221, ADN 231, ADN 120 - Clinical)

Faculty
- **Maria Cecilia Sireci MSN, RN-BC:** Faculty Fundamentals - ADN 120; Clinical Coordinator - ADN 120
- **Alexandra Romeo AGACNP-BC, CCRN, TNCC:** Faculty Fundamentals ADN 120 - Lecture, Lab, Clinical
- **Vidia Saleem MSN RN:** Faculty Fundamentals Lab ADN 120; Maternal and Newborn Nursing & Women's Health Clinical Instructor ADN 131
- **Latha Sunil Koshy CAGS, MS, RN:** Faculty Medical Surgical Nursing - ADN 221 and ADN 231; Clinical Coordinator - ADN 221
- **Amy DiCapua MSN, RN:** Faculty Medical Surgical Nursing - ADN 221 and ADN 231; Clinical Coordinator - ADN 231
- **Norma Katz CAGS, MS, RN:** Faculty Psychiatric Mental Health Nursing - ADN 131

Adjunct Faculty
- Adjunct faculty are ultilized to complement the instructional experiences of students in the clinical areas.

Clinical Coordinators
- ADN120 – Professor Maria Sireci Maria.Sireci@sunywcc.edu 914-606-6878
- ADN131 – Professor Maureen Carman Maureen.Carman@sunywcc.edu 914-606-7528
- ADN221—Professor Latha Koshy Latha.Koshy@sunywcc.edu 914-606-7898
- ADN231 – Professor Amy Dicapua Amy.Dicapua@sunywcc.edu 914-606-7909

Nursing Department Conceptual Framework

The associate degree Nursing Curriculum includes the combined study of nursing and general education. Student's progress vertically from simple to complex, building upon the basic knowledge achieved in both arts and sciences. The student moves from goals of increasing self-awareness and the care of the client with basic needs to the care of the client with more complex care needs. The curriculum progresses to the level of competency needed by the beginning practitioner to obtain licensure as a Registered Professional Nurse and to function in the nursing role within a variety of work settings.

The conceptual framework adheres to the Quality and Safety Education for Nurses (QSEN) model.

This model is based on six competencies for nursing that will develop the knowledge, skills, and attitudes of our students so they can ensure high quality, safe care to their clients. The six competencies are:
1. Client-centered care
2. Teamwork and Collaboration
3. Evidence-Based Practice
4. Quality improvement
5. Safety
6. Informatics

The QSEN Competencies are used as the framework for the End of Program Student Learning Outcomes (EOPSLO), course student learning outcomes (SLO), and serves as the framework for evaluation of student progress and performance. In addition, nursing education is based on the nursing process, which is determined by client's needs, and on Maslow's Hierarchy of Human Needs. Leadership, management and professionals' issues (EOPSLO number 5) additionally draws from professional standards of ANA code of conduct, and the New York State Nurse Practice Act.

The nursing department has identified five End-of-Program Student Learning Outcomes (EOPSLO) which are consistent with the conceptual framework of the department. The following are the nursing program's EOPSLO.

1. Demonstrates safe, ethical client-centered care with diverse populations across the lifespan.
2. Demonstrates teamwork and collaboration to achieve quality client care.
3. Utilize evidence-based practice in the delivery of health care.
4. Utilize technology and safety measures to continuously improve the quality of health care.
5. Demonstrate adherence to leadership, management, legal and ethical standards in practice as a professional nurse.

Educational Policies

Learning is the lifelong process of acquiring knowledge, skills, and attitudes. The learning process includes the ability to study and the motivation to learn, critically think, reason, and use problem-solving skills. The educator's role is to guide the learner in the pursuit of knowledge, so that the learner can discover the meaning of Nursing.

Each student is responsible for understanding and complying with the standards and regulations of the Nursing Department Policies. The maintenance of high academic and clinical standards, in accordance with professional and social expectations, safeguards the nursing care of the public.

Students' progress in the program will be continually appraised through formal examinations and clinical and laboratory assessments. Students will receive timely feedback regarding performance. Students have opportunities to communicate their feelings and concerns about their performance to the faculty which includes participation at curriculum meetings, independent discussions with course professor, curriculum chairperson, as well as the department chairperson.

Students in the Nursing program must adhere to standards of conduct specified in the Westchester Community College Nursing Department Student Policy Handbook, the Academic and Student Policies, and the Essential Functions for admission and continuance in the nursing program.

Students shall comply with legal, moral, and legislative standards that determine acceptable behavior of the nurse (as taken from the ANA code of conduct and the New York State nurse practice act). Noncompliance of academic standards, student code of conduct and Essential Functions for admission and continuance in the nursing program will be cause for dismissal from the Nursing Program.

Academic and Student Policies

All the Academic and Student Policies are available in the college catalog's policies section. Of note are the following:
- Student Code of Conduct
- Classroom Conduct
- Classroom Recording
- Academic Honesty Policy
- Appealing a Final Grade

Support Services

Services, including academic counseling, mental health service and more can be found on the Student Support Services website. Academic support can be found on the Academic Support Center website.

Information for Students with Disabilities

Visit WCC's Accessibility Services website

SUNY Westchester Community College (WCC) is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a documented disability, it is the student's responsibility to self-identify by signing up through Accessibility Services either online or in-person. A student who is new to Accessibility Services will sign onto Accommodate to fill out the New Student Intake form either online or in person. Once the New Student Intake form is complete, all students must then fill out a Semester Request form, also on Accommodate. This will generate the emails that professors get that notify them of a student's approved accommodations.

A "Test Room Booking" form must be completed through Accommodate online or in-person at least three business days before the quiz/exam date to allow for accommodations to be arranged with the office. Accessibility Services is located in Room G-51 on the ground floor of the Library, in the back of the Academic Support Center (ASC). For more information regarding accommodations offered at WCC, you may visit the Accessibility Services Office website.

This procedure for accommodations must be repeated for EVERY semester.

Incident Reports & Student Complaints

SUNY Westchester Community College values the health, safety, and well-being of its members, seeks to uphold the integrity of our academic pursuits, upholds the rights of others, and ensures community members are living up to their responsibilities. All concerns, complaints, and reports are treated with sensitivity and seriousness.

SUNY WCC encourages all community members to work together to understand and address concerns without having to resort to formal grievance or complaint procedures. However, when that is not possible, SUNY WCC will resolve complaints in a fair, equitable and timely manner in accordance with the College's policies and procedures.

Should students have a concern or wish to file a complaint they should follow the procedures outline on the college's Incident Reports and Student Complaints website.

Standards for the Nursing Department

To remain in the program, the student must:
- Demonstrate professional behavior.
- Meet the standards of health clearance, criminal background check, drug screenings, and follow the criteria of the classroom conduct policy.
- Maintain personal hygiene and neatness.
- Function competently and safely in the delivery of nursing care.
- Achieve a minimum grade of C+ in Anatomy and Physiology 1 and 2.
- Students must transfer any corequisite taken outside of Westchester Community College and ensure that these courses are officially accepted before the corresponding course begins.
- Achieve a grade of C in all General Education and all Nursing Degree required courses.
- Achieve a minimum of C+ in all nursing courses, including Dosage and Calculations.
- Maintain a minimum of 2.0 GPA upon entrance and at the end of each semester (a 2.0 GPA is required for graduation).
- Exhibit professional and ethical conduct by being able to meet the Essential Functions for admission and continuance in the nursing program.
- Students may NEVER take photos anywhere in their assigned clinical facility.
- At any point in the nursing program, faculty may terminate a student, with a grade of F, for unprofessional and unethical behavior that violates any of the nursing policies, standards and essential functions for admission and continuance in the nursing program. See the WCC Student Code of Conduct.

Administration of Medications

The administration of medications is an integral part of nursing practice. To assure safety, the faculty will administer a dosage calculation exam at the beginning of ADN 131, ADN 221, ADN 231 and at mid-point in ADN 120. Calculators may be used during exams and will be provided by the department. Students must demonstrate mastery before they may administer medications.
- The passing grade for ADN 120 and ADN 131 is 90% on the dosage exam
- The passing grade for the dosage exam for ADN 221 and ADN 231 is 95%

There is one opportunity to repeat the dosage calculations exam. Students must wait one week but not longer than 2 weeks before retesting. Before attempting the second exam, the student must meet with the course instructor. At this time, a contract is developed with the student outlining guidelines for review, remediation, and retesting.

Failure to achieve a passing grade on the second attempt, will result in immediate failure and dismissal from the course, with a grade of C.

*Students are permitted to give medication only with the clinical instructor after achieving a passing grade on the dosage exam. Violation of this policy will result in immediate dismissal from the nursing program.

Observational Experiences
During clinical, off unit experiences may be provided in which the student's role is that of observer only. Students will not provide or assist with care and will not perform any treatment and/or medication administration.

Telephone/Cell
Cell phones and alarms (on smart watches) must be on an inaudible setting in class and lab. Failure to do so will result in the student's being asked to leave the class until the end of the hour. Texting, taking and sending photos, recording or any other use without the expressed permission of the instructor are prohibited. During an exam, no electronic device will be permitted on the individual student or in the desk area. Any device that makes noise will result in a 10-point deduction on that exam.

Health Maintenance or Change in Health Status
Nursing students are expected to safeguard their own health on a continuing basis. If a student appears ill, either physically or emotionally, the faculty may require an evaluation and written clearance by the coordinator of student health services or health care provider. If a change in health status interferes with the student's ability to meet course objectives or perform essential functions that cannot be met with reasonable accommodation, then the student may need to withdraw from the course with an option to return when health status stabilizes.

Health Clearance
The New York State Department of Health and our affiliating hospitals require that all nursing students comply with specific health regulations before they may attend clinical. These requirements may include a physical exam, laboratory work, and certain immunizations. The flu vaccine and the COVID vaccination with booster are mandatory.

Students are required to submit health forms to Westchester Community College Coordinator of Student Health Services by required due dates. If the required forms are not submitted by the due date, it may jeopardize the student's placement in the program. Students are responsible for the expenses incurred. The student is required to submit the original completed health form to the Westchester Community College Coordinator of Student Health Services. Students are reminded to make four (4) complete copies of these records before handing in the original. **Students with an incomplete physical will not be permitted in the clinical area and may be asked to defer until the next semester. Students who have not submitted a completed physical form by the designated deadline will not be allowed to attend on-campus clinical orientation or clinical which will be considered a clinical absence and as stated above may not be allowed to be part of the nursing program for that semester.** *Additional* testing may be required for certain clinical experiences. Students must be prepared to assume the costs of such tests. Affiliating agencies reserve the right to perform random drug testing of students.

Policy on Influenza Vaccinations

The Westchester Community College Department of Nursing adheres to the policies of our affiliating hospitals, which mandate influenza vaccines for all students and clinical faculty.

- All healthcare and residential facilities and agencies shall document the influenza vaccination status of all personnel for the current influenza season in everyone's personnel record or other appropriate record. Documentation of vaccination must include the name and address of the individual who ordered or administered the vaccine and the date of vaccination.
- Health care facilities have the right to refuse placement of students if there is failure to vaccinate.
- If the student refuses to become vaccinated and clinical placement is not available, the student will not be allowed to continue in the program.

Covid Related Policies and Procedures

- All nursing students will be required to be COVID VACCINATED and boosted.
- Fit Testing: Students will be fit tested with an N-95 mask.
- Clinical facilities may require rapid or PCR Covid Testing
- Students will be required to adhere to facility regulations regarding covid policies.
- These policies may change at any time depending on COVID activity.

Confidentiality

Confidentiality is a right of all clients. The student must adhere to all HIPAA regulations. All discussion of client issues is limited to professional discussions in clinical conferences. Violation of HIPAA regulations may result in legal or disciplinary actions. Violations to this policy include discussion or posting of any client-related information on social media.

Malpractice Insurance

A group policy obtained through the college covers students for malpractice. Students must pay all fees included in their tuition, which includes this coverage.

Impaired Practice

If a student presents at a clinical, lab or lecture and is assessed to be impaired, they will be deemed not appropriate to participate that day in the learning experience (lecture, lab or clinical). The Westchester Community College instructor makes this determination and, if possible, has a corroborating witness. At that time, the instructor will do one or more of the following:

- If the problem is one of inappropriate attitude, the student will be sent home.
- The instructor will notify the department Chairperson, Curriculum Chairperson, and the campus nurse. The Associate Dean of Student Life will also be notified.
- If the student appears to be impaired by drugs, alcohol, psychiatric problems, or other causes, the instructor will do one of the following:
  Arrange for a ride for the student.
  - Call a cab at the student's expense.
  - Call the police.
  - Request student be tested by Castle Branch for drug screen.
- Failure to comply with the instructor's decision regarding the above policy will result in termination from the Nursing Program.
- Before the student is allowed to return to the clinical, lab, or class, he/she must arrange to meet with the Director of Student Affairs who determines the appropriate plan. The student may be requested to provide documentation from an appropriate professional who addresses the specific areas of concern and verifies that the student has been evaluated and is now in treatment or has dealt with the problem.
- Agency policy may dictate actions to be taken, including drug testing.

Criminal Background Check and Drug Testing

All nursing students at Westchester Community College are required to undergo a national-level criminal background check and drug testing to participate in their clinical experience. Although Westchester Community College does not require a criminal background check or drug screening for admission into the college, educational requirements of the nursing program include placement at one or more hospitals or other off-campus clinical sites. These sites require a criminal background check and drug screening. Based upon the results of the criminal background check and drug screening, the clinical site could deny a student admission to the site. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student regardless of the performance of the student up to that point.

Each clinical site that requires a criminal background check and drug screening sets its own standards and procedures. When the student is requested to do a drug test or background check for the site, payment for both the drug screening and background check is the responsibility of the student. The student may need to complete more than one criminal background check and drug screening during the nursing program at Westchester Community College. In addition, each site reserves the right to perform spontaneous drug testing at any time during the student's clinical experience. The nursing program can also request drug testing at any time.

Please note that if a clinical site determines that the student may not take part in its program based on the results of the criminal background check or drug testing, the student will be unable to complete the course requirements and therefore will be unable to continue in the nursing program. It is important for the student to consider this before enrolling in the nursing program. Westchester Community College has no obligation to refund tuition or fees or to otherwise accommodate the student if the student is ineligible to complete the course requirements based on the results of a criminal background check or drug testing.

It is the student's responsibility to disclose any past, current or pending criminal charges that may preclude them from continuing in the nursing program. Failure to disclose may result in dismissal from the program.

Illness During Clinical
If a student becomes ill while in clinical, the student must notify the instructor at once and seek medical care of their health care provider (HCP). If a student does not have an HCP or in the case of an emergency, it is advised that the student use the emergency department of that hospital to be evaluated. This visit would be at the expense of the student. All episodes of illness while in clinical must be reported by the student and faculty to the clinical coordinator.

Accidents
Any accident involving a student or a client at a clinical agency must be reported immediately to the instructor.
If a student is injured in any way while in clinical, the student should be seen in the emergency department of the hospital. Accidents occurring on campus will be handled according to college policy.

Incident Reports
An incident report is an agency record, which documents the occurrence of an injury or potential injury to a client visitor or student. Some agencies require these when a client's valuables are damaged or missing. Some request that they be filed if equipment is defective. Policy and procedure about incident reports will vary from one agency to another. Items specific to any agency will be discussed during the orientation to that facility.

The student must immediately report to the clinical instructor any client-related problem. The instructor will guide the student in following the appropriate course of action. If an incident report is required, the student will have to describe what occurred, the circumstances surrounding the incident, and any equipment involved. The clinical instructor must assist the student in the preparation of this form. If the agency requires additional information after an incident report is filed, the student may not give it unless the instructor is present.

The fact that an incident report has been filed is not recorded on a client's chart or discussed with the client and/or the family.

Uniform Code

The required clinical uniform for the Nursing Department includes:

- Professional navy scrub uniform. (Available online or any uniform store).
- No sheer fabrics
- Navy scrub jacket may be worn on the unit.
- White lab coat/jacket to be worn only in the nursing skills lab.
- Solid, closed, white walking shoe or sneaker, with white socks.
- White or navy-blue long-sleeved tee shirt may be worn under scrub top.
- Westchester Community College patch to be sewn onto left upper side of chest on scrub top: 4 inches below shoulder seam. The patch is available from the College Book Store.
- Westchester Community College retractable holder with Westchester Community College photo ID in plastic holder. This is available at the Book Store.
- Stethoscope
- Penlight
- Watch with a second hand.
- On occasion, for some clinical experiences, students may be requested to wear business casual attire or hospital scrubs.
- Long fingernails, artificial nails, or obvious body piercing with earrings is not permitted in the clinical area.
- The only jewelry permitted is a smooth band without stones, a watch, and one pair of stud earrings in the earlobes. No other jewelry will be allowed.
- Tattoos must be covered.

Student's Responsibility While in Uniform

The uniform must be clean, ironed, wrinkle-free and professional in appearance.

- Personal hygiene must be maintained.
- Hair should be clean and neatly groomed. Long hair must be secured above the collar by some conservative means.
- Make-up is used in moderation. Colognes or perfumes should not be worn.
- Nails must be clean and filed short. Artificial nails are not permitted according to CDC guidelines. Pale shades of polish are allowed.
- Chewing gum or eating mints is not permitted in the clinical area.
- Student must adhere to smoking regulations of the agency.

Students reporting to clinical inappropriately attired or not having required accessories will not be allowed to stay. This missed experience will be considered absent time. The dress code is to be adhered to for the entire clinical day. Students returning to campus for classes must change into regular clothing. A student in uniform should always exhibit professional behavior.

Affiliating Agencies

Students must adhere to all policies of assigned agency. If an affiliating agency determines that a student is not adhering to policy and or refuses to allow that student in the facility to continue to practice, the student's position in the program will be jeopardized. The college may not be able to offer a student the required experiences for graduation without the affiliating clinical agency. This situation may result in the student's dismissal from the program.

Affiliating agencies may have mandatory orientation requirements on the first clinical day or may require online activities prior to students entering the clinical area. All students must attend/complete the orientation requirements as scheduled. The college will not provide, nor does it guarantee, that such orientation will be available other than on the initial planned date. Failure to attend an affiliating agencies orientation may result in the student being prohibited from continuation in the program. Students may be subjected to additional

background check and drug/alcohol testing as per agency policy. Results may prohibit students from continuing in the program.

Technology Requirements
Students enrolled in the nursing program must meet specific technology requirements to support their learning. They are required to use online learning platforms included with their textbook purchases, which provide essential course materials and interactive resources. Additionally, students must purchase access to both an electronic health record system and a testing platform, which are integral to their training and assessments. To successfully engage with these tools, students will need reliable access to a computer with internet connectivity to complete coursework, access digital resources, and participate in assessments.

*The college may be able to assist students in need with loaner laptops, please inquire at the library.

Transportation
The student is responsible for obtaining transportation to the school and cooperating agencies. Lack of transportation is not an acceptable excuse for absent time. Therefore, a student should plan for alternate means of travel should an emergency arise. **Student experiences cannot be planned to meet transportation needs of the student.**

Field Trips
Educational trips are sometimes planned as a complement to the student's educational experience. These trips are not mandatory. One example of this is attendance at Lobby Day. Transportation and any expense incurred are the responsibility of the student. The Liability Release Agreement must be signed by the student before the experience.

Parking
When parking on the college campus, students must comply with Westchester Community College regulations. Parking at affiliating agencies will be according to the policies discussed during the orientation to the institution. Students will be responsible for parking fees as they apply.

Inclement Weather
During inclement weather or other emergency situations parts or all of the college may need to close out of public safety concerns. Such information will be shared via the following channels:
- Website posting at Everbridge webpage
- Calling the college at 914-606-6900
- Phone/Text message via SUNY WCC Alerts

If the college announces that the campus is closed, clinical, lecture and lab will not take place. An alternate assignment may be given to students by faculty. If the college announces a delay, the student must await direction from the faculty. A student is responsible for his/her own safety and therefore should make decisions accordingly.

Gifts
Students are not permitted to accept gifts from clients or families.

Program Progression, Grading and Exams

Policies for Nursing Courses
- A student must achieve a minimum final course grade of 75%.
- The method by which an instructor calculates a course grade is explained during the first-class session and appears on each course outline/instructor and departmental syllabus.

Examinations
Students are required to purchase ExamSoft, which will be used for all testing in the nursing department. Any unethical conduct before, during and after an examination will be reviewed by the faculty and will result in the termination from the program with a grade of F for all parties involved without an opportunity for re-admission. This includes information gained via texts, emails, social networking, or any other form of communication technology. The content of examinations is confidential. Maintenance of that confidentiality is an expectation. One may not share test content/questions with any individual. The unauthorized possession, reproduction, or disclosure of examination material, which includes but is not limited to electronic taping, photography, or sharing on social media platforms, will be viewed as an act of misconduct and unethical behavior, which will result in dismissal from the nursing program. No student shall have a cell phone or smart watch on during an exam. Once an exam has been taken, the grade obtained will stand. There will be <u>no retakes.</u>

Missed Exams
If a student misses an exam, the following steps apply:
- Student must call faculty member within 24 hours.
- Failure to notify the instructor within 24 hours will result in a grade of zero on the exam.
- Arrangements to take the makeup exam must be made by the student as soon as possible.
- The make-up exam may be a different format, e.g., a fill-in or alternate style questions.
- If a student misses more than one regularly scheduled exam in a semester, the student will lose 10 points on each subsequent make-up exam.
- If a FINAL EXAMINATION is missed, it may result in an incomplete or failure for the course.

Review of Unit and Final Exams
- **Unit Exams** – Students may only review exams if their score is below 75%. This review will only be done once within two weeks of receiving the exam grade in the presence of the instructor during office hours or by appointment at the discretion of the instructor. Only incorrect questions will be reviewed.
- **Final Exams** – May not be reviewed.

Evaluation of Lab Practice
The lab performance component for each course is graded pass/fail. It is expected that the student come equipped and prepared to perform in the laboratory. This includes lab coat, lab pack, lab manual, stethoscope, penlight, and watch.

Students must pass the final lab skills practicum to pass the course. Failure of the final lab practicum will result in immediate dismissal from the course. A student who is dismissed from the course for failure of the lab practicum will not be permitted to take the course final.

See individual course outlines/instructor syllabi.

Dismissal from the Nursing Program
- Any student in ADN 120 with a final grade of less than 70 will be automatically dismissed from the nursing program.
- If a student in ADN 120 fails both nursing courses in that semester (ADN120 and ADN102 dosage), the student will be dismissed from the nursing program.
- Students who fail one nursing course have **<u>ONE</u>** opportunity to return and complete that course.
- A second failure in the same course will result in dismissal from the nursing program.
- If a student fails a second nursing course, the student will be dismissed from the program.
- The co-requisite pharmacology (BIOL 202) can only be taken twice. If the student is not successful in this course after the second time, the student will be dismissed from the program.
- The total time from the start of taking the first nursing course to completion of the nursing program shall not exceed six semesters.

Re-Admission After Course Failure or Withdrawal

- Students who withdraw before the WCC withdrawal date (usually the last day of the 9th week of the class) will get a grade of W.
- In the case of withdrawal or a first-time course failure, the student must make a request of their curriculum chair *within two weeks* of separation from the course requesting re-admission to the course in the following semester if space allows.
- In the case of a withdrawal or first-time failure, the student must repeat the course.
- If the student is unsuccessful after the second attempt to take any nursing course, they will be immediately dismissed from the nursing program.
- *The total time from the start of taking the first nursing course to completion of the nursing program shall not exceed six semesters*. If the program cannot be completed in 6 semesters, the student must reapply to the program by taking the ATI TEAS. See ATI TEAS policy on returning students and policy on previously enrolled students.
- Any student who fails a nursing course and has the option to repeat that course will be advised by the course faculty that they need to develop an action plan for success.
  - This action plan *must be* submitted to the course faculty and the curriculum chair within two weeks of the notification of the course failure.
  - Readmittance to the failed course will be based on the availability of space.
  - The Action Plan is:
    - Written in bullet point format.
    - A personal statement of accountability.
    - A personal statement to help you achieve.
    - A strategy to address areas that led to the initial failure (i.e., study hours, work hours)
    - A commitment to yourself for your success.
    - Reviewed and updated by the student throughout the semester.

Students Previously Enrolled in the Nursing Program
Students who have been dismissed from the program with two (2) course failures are not eligible for readmission. Students who withdraw from the nursing program, without failing, may be considered for readmission at the discretion of the faculty.

Placement in the Curriculum
A student who has withdrawn from a course will be evaluated by nursing faculty for appropriate placement in the curriculum. This will be done based on the course they need to repeat, and the skills needed from a prior course. The instructor from the previous courses will evaluate the student's competency from the previous courses. This evaluation method will include skills required for previous courses taken. In addition, students who have taken a semester off will be asked to demonstrate competency in previous skills.

Nursing Withdrawal Policy
The college has a general withdrawal policy. In addition:

- The Nursing Department **does not** allow students to withdraw after the withdrawal date.
- If the Student withdraws from the course after the official college withdrawal date, this will result in the student's receiving an F due to lack of course completion. The student then must reapply to the Nursing Program by taking the TEAS, obtaining a seat, and restarting the program from the first semester.

Graduation
Students must take the ATI predictor exam at the end of the ADN4 semester as a requirement of the course.

It is the student's responsibility to apply for graduation whether they intend to take part in the ceremony or not. Any student who does not complete the program on time due to lack of completion of coursework outside of the nursing department must notify in writing the Department Chairperson and the Registrar's Office when courses

required for graduation are successfully completed. Failure to do so will delay processing for certification and licensure exam.

Westchester Community College adheres to the policy that no person based on race, color, creed, national origin, age, sex, sexual orientation, or handicap is to be excluded from, or is subject to discrimination in any program or activity. Westchester Community College is an equal opportunity, affirmative action employer and does not discriminate against any person because of race, color, religion, sex, age, marital status, national origin, handicap, or sexual orientation, except as such may constitute bona fide occupational or assignment qualifications. Graduates seeking employment in states other than New York must determine requirements in said state.

Attendance

Attendance is mandatory in all Nursing classes as it is a crucial factor in determining the extent to which the student achieves the outcomes of the program.

Lecture and Lab Absence

Attendance is mandatory for all lectures and labs. Every absence has a negative impact on what you learn and what grade you will earn. No student will be penalized for absence on the observance of their religious holidays.

- For ADN 120, 131, 221, 231 the student cannot miss more than eight hours of lecture.
- Students who miss more than eight hours of lecture will not be eligible for capstone when they take ADN 231.
- In order to meet the lab objectives, all labs are mandatory and need to be made up as specified on individual course outlines/ instructor and lab manuals.

Lateness

A student is considered late if the student arrives after the content of instruction has begun. After the second lateness, students will be counselled by the faculty. A contract will be developed which will remain a part of the student's permanent record, and this may adversely affect the student's professional standing within the program. This includes the ability to obtain a letter of recommendation from faculty or to obtain a placement in ADN231 Capstone clinical. In addition, once a student signs a contract, it is expected that the student will adhere to the plan. ***If this does not occur, the student will meet with the full faculty to discuss the issues with lateness.***

Clinical Absence Policy
Attendance is mandatory at all clinical experiences.
If a student is absent one day in ADN 120, ADN131, ADN221 or 1 or 2 days in the same week in ADN231, this absence will result in the student being placed on a contract. If the student is then determined to be unable to adhere to the contract and meet the clinical objectives, they may receive a clinical failure. The missed clinical will be made up on a date to be determined.

A student who is going to be absent from clinical is required to notify the clinical instructor one hour before the start of the clinical shift, i.e., 6 a.m. for the 7 a.m. shift and 2 p.m. for the 3 p.m. shift. This should be by direct telephone or text message from the absent student. (No second-hand messages via another student will be accepted). The Clinical Coordinator should also be texted or called by the absent student within the above time frame.

Clinical Lateness
Students who anticipate being late for live and/or virtual clinical must call the clinical instructor at least 30 minutes before the start of the clinical day. Students arriving to live clinical more than 30 minutes after the start of the clinical day will be required to leave the unit and will be marked absent. Any student signing into the virtual clinical session 30 minutes or more after the start of the clinical will be marked absent. The student may be allowed to remain in the virtual session and complete all assignments for that clinical day and complete the required clinical

absence assignment. Any pattern of late arrival to either live or virtual clinical (more than one time) will result in counselling by the faculty member, the development of a contract and, if the contract is violated, may result in a clinical failure. Clinical lateness is defined as arriving after the start time.

Change of Name/Address/Telephone/Email

The student should notify the curriculum chairperson as well as the Registrar's office within 1 week when changing name, address, telephone, or email.

Additional Cost of the Nursing Program (Estimated)

Additional Estimated Costs of the Nursing Program for 4 semesters*					
Item	ADN 120	ADN 131	ADN 221	ADN 231	Total
Books**	1025	300	120	55	1500
Examsoft	40	40	40	40	160
ATI**	65			90	155
Parking	100	100	100	100	400
NCLEX ****	0	0	0	300	300
Background check	150	0	150	0	300
Uniform and equipment	100	50	50	100	300
AHA BLS	100	0	0	100	200
Total	1580	490	460	785	3315

* This list is an estimated cost and may be subject to change. Prices were accurate at the time of publication
** May be available with financial aid
*** All clinical sites have different pricing for parking
****This is regulated by NYS and the NCSBN and paid after graduation

Program Options for the LPN's Applying to the RN Program

A licensed LPN may apply to the R.N. program through the admissions office. Upon obtaining a seat in the ADN program, an LPN may take the following steps to challenge ADN120 and ADN 102. Successful completion of the following will grant nine credits (ADN120 and ADN 102 equivalent) to the LPN. These steps include the following:

- Successfully pass a written exam demonstrating knowledge of all ADN120 and ADN102 content, with a grade of 75% on both exams. Successfully pass a skills performance exam in the laboratory based on comprehensive knowledge of all ADN120 skills.
- An LPN who is unsuccessful in the above will be granted a seat in ADN120.
- If the LPN is successful, the student will, space permitting, be granted a seat in the next ADN131 class.

SUNY WESTCHESTER COMMUNITY COLLEGE

Mandatory Professional Licensure Disclosure

Dear Student Recipient of Student Policy Manual:

New York State prides itself in the high quality of its licensed and certified professionals. For the protection of its citizens, each license and certificate has requirements that individuals must meet in order to be licensed or certified in New York State. SUNY academic programs leading to licensure or certification are carefully designed to meet and exceed these state requirements. This is a role SUNY plays in protecting the public.

Per U.S. Federal Regulations, §668.43 (2019 Rule), and in compliance with the State Authorization Reciprocity Agreements (SARA) Manual version 19.2, SUNY Westchester provides the following disclosure related to the educational requirements for professional licensure and certification.

After all reasonable efforts are made, SUNY Westchester Community College <u>cannot determine</u> that an educational program, certificate or associate degree, when successfully completed, is sufficient to meet the licensure and certification requirements for professions and programs in states other than New York.

If your goal is to practice in another state, this disclosure is designed to encourage you to check that state's requirements.

Sincerely,

Maureen Carman MSN RN
Dept. Chair WCC Nursing Program

Essential Functions for Admission and Continuance in the Nursing Program

To best prepare individuals seeking training in the career of Nursing, it is appropriate to consider a description of the demands placed on students while they attend requisite laboratories and clinical assignments located at facilities affiliated with Westchester Community College. These demands include specific action **requirements.** Applicants should be reminded that some aspects of the Nursing program do not manifest themselves until later in the program. Individuals should evaluate their abilities and ask questions of the program's officials about specific concerns that they may have regarding physical, emotional, or cognitive requirements to complete the program. Once they read the student "job description" listed below as well as the activity expectations of a candidate, they need to approach college officials about the resources available to allow the student to complete the program.

Registered Professional Nurse: Student Job Description

Nursing students must demonstrate numerous competencies representing all three learning domains: <u>cognitive, psychomotor, and affective</u>. Students learn, practice, and verify these competencies in a number of settings including classroom, laboratory, and clinical.

To achieve the required competencies in the classroom setting, nursing students must perceive, assimilate, and integrate information from a variety of sources. These sources include oral instruction, printed material, visual media, and live demonstrations. Students must participate in classroom discussions, give oral reports, and pass written and computer-based examinations of various formats. Completion of these tasks requires cognitive skills such as reading, writing, and problem solving. To be physically capable of the classroom work, students must, with assistance, be able to hear, see, speak, and touch.

Nursing laboratories provide students with the opportunity to view demonstrations, evaluate and practice with medical devices, and perform simulated clinical procedures. In addition to the cognitive skills required in the classroom, students must demonstrate psychomotor (hands-on) skills in manipulating clients and equipment, as well as general professional behaviors like team-building and interpersonal communications. To satisfy laboratory requirements, students must perform all procedures without critical error. This requires high levels of cognitive, perceptual, and psychomotor function. In addition to the physical capabilities for classroom work, the laboratories require students, with assistance, to assemble equipment, stand while using both hands to perform procedures, perform fine motor skills, and perform procedures requiring considerable strength. Examples of the latter procedures include turning and moving clients and cardiopulmonary resuscitation.

Clinical education in nursing care involves application of skills acquired in the classroom and laboratory settings to actual clients in the clinical setting. In addition to the cognitive skills required in those settings, students must demonstrate skills in client assessment, clinical reasoning, problem-solving, synthesizing care plans, and trouble-shooting equipment. Professional behaviors required for clinical training include constructive responses to situations involving emergencies, deaths, stress, frustrating situations, and complex interactions with other members of the health care team. Students must also demonstrate respect for others, to include empathy, responsibility, efficiency, integrity, and initiative. In addition to the above-listed job description, a student should read the activity requirements identified as specific to a Nursing student.

Activity Requirements
Gross Motor Skills:
- move within confined spaces.
- sit and maintain balance.
- stand and maintain balance.
- reach above shoulders (e.g., ECG monitors)
- reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills:
- pick up objects with hands.
- grasp small objects with hands.
- write with pen or pencil.
- key/type (e.g., use a computer)
- pinch/pick or otherwise work with fingers.
- twist (e.g., turn objects/knobs using hands)
- squeeze with finger (e.g., eye dropper used for medication administration

Physical Endurance:
- stand (e.g., at client side during therapeutic procedure)
- sustain repetitive movements (e.g., CPR, Chest Physiotherapy)
- maintain physical tolerance.

Physical Strength:
- support 25 pounds of weight (e.g., ambulate client)
- lift 25 pounds (e.g., monitoring equipment)
- move light objects weighing up to 10 pounds (e.g., IV poles)
- move heavy objects weighing from 11 to 50 pounds.
- carry equipment/supplies.
- use upper body strength (e.g., perform CPR, physically restrain a client)
- squeeze with hands (e.g., operate fire extinguisher)

Mobility:
- twist
- bend
- stoop/squat
- move quickly (e.g., respond to an emergency a distance from a location)
- walk
- hear auditory alarms (e.g., monitors, fire alarms, call bells)

Hearing:
- hear normal speaking level sounds (e.g., person-to-person report)
- hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual:
- see objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- see objects up to 20 feet away (e.g., client in a room)
- see objects more than 20 feet away (e.g., location of equipment in storage)
- use depth perception.
- use peripheral vision.
- distinguish color (e.g., color codes on supplies, charts, bed)
- distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile:
- feel vibrations (e.g., tactile fremitus, client pulse)
- detect temperature (e.g., lower extremities)
- feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- detect environmental temperatures (e.g., check for drafts)

Smell:
- detect odors from client (e.g., fetid secretions, keto-acidosis)
- detect smoke.
- detect gases or noxious smells.

Reading:
- read and understand written documents (e.g., policies, protocols, charts, medication inserts)

Arithmetic Competence:
- read and understand columns of writing (flow sheet, charts)
- read digital displays.
- convert numbers to and/or from the metric system.
- read graphs (e.g., vital sign sheets)
- tell time.
- measure time (e.g., count spontaneous respirations)
- count rates (e.g., pulse)
- use measuring tools (e.g., spirometers)
- read measurement marks (e.g., scales, etc.)
- add, subtract, multiply and/or divide whole numbers.
- compute fractions (e.g., medication dosages)
- use a calculator write numbers in records.

Interpersonal Skills:
- negotiate interpersonal conflict.
- respect differences in client's beliefs (e.g., religion)
- establish rapport with clients.
- establish rapport with co-workers.

Emotional Stability:
- provide client with emotional support.
- adapt to changing environment/stress.
- deal with the unexpected (e.g., client condition worsens)
- focus attention on task.
- monitor own emotion.
- receive constructive feedback appropriately from instructors, managers, others on the team.
- accept responsibility for issues that cause stress to others and self.
- perform multiple responsibilities concurrently.
- handle strong emotions (e.g., grief).

Analytical Thinking:
- transfer knowledge from one situation to another
- process information - categorize results - create therapeutic plans.
- evaluate outcomes of theory using protocols
- problem solve.
- prioritize tasks.
- use long-term memory.
- use short-term memory.

Critical Thinking:

- identify cause-effect relationships plan/control activities for others.
- synthesize knowledge and skills sequence information.

Communication Skills:
- negotiate interpersonal conflict.
- respect differences in client's beliefs (e.g., religion)
- establish rapport with clients.
- establish rapport with co-workers.
- teach (e.g., client/family about health care)
- explain procedures.
- give oral reports (e.g., report on client's condition to others
- interact with others (e.g., health care workers)
- speak on the telephone.
- direct activities of others
- convey information through writing (e.g., progress notes)
- tactfully suggest alterations in client care treatment
- demonstrate skills in the use of client care technologies and information systems, including clinical information systems.

Once an individual reads the job requirements and activity requirements, they need to evaluate their abilities to complete the program. If they feel they cannot meet the requirements of the activity description and still want to enroll in the Nursing Program, they must contact the college via the Disabilities office at 914-606-6287. The individual must present documentation of a disability to their program officials, and the office will make reasonable attempts to accommodate the wishes of the student to enroll in the program and be successful in its completion. The Americans with Disabilities Act mandates reasonable accommodations for individuals with documented disabilities.

Traditionally extra time and other provisions to complete tasks (evaluations) have been made available to the student in class and laboratory. It needs to be understood by all students enrolled in the Nursing Program that while at clinical (the hospital component to our program), procedures done on clients need to be completed in limited timeframes. Not only do client care tasks need to be completed in a timely fashion but also often with a specific sequence to be rendered. These psychomotor (hands-on) skills need to be mastered in laboratory prior to the students' completing them on clients.

Client safety and comfort are paramount considerations to the college and the faculty. Individual teaching strategies will be considered for individuals once they are documented to have specific needs, and those needs are identified. Evaluations of all students will not vary from traditional criteria and will be equal for all students.

While the program is willing to revise teaching techniques, specific cognitive, psychomotor skills, and affective behaviors will be required for all students to finish the program.

Once an individual requesting accommodations to the program is identified by the disabilities office and those disabilities are documented, the office will contact the student's instructor with suggestions for accommodations in the classroom and laboratory. For the clinical component of the program, the Program's Chairperson will contact clinical affiliates to ensure reasonable accommodations for the student.

Unlike most other academic programs, the Nursing requirements are regulated by credentialing organizations and state licensure, which require students to be proficient in the psychomotor (hand manipulation), cognitive and affective (behavior) domains. Individuals with needs that differ from traditional students can and will be accommodated within reasonable bounds.

SUNY WESTCHESTER COMMUNITY COLLEGE

WESTCHESTER COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
CURRICULUM POLICY SIGNATURE SHEET

I have received a copy of the Department of Nursing Student Policy Handbook, 2024-2025 and been given an opportunity to read it and ask questions.

I fully understand the student policies.

Student Name   _____
Student Signature   _____

Date   _____

I have read the Essential Functions for Admission and Continuance in the Nursing Program.
I agree to my ability to handle these essential functions and agree that if problems arise, I may need to withdraw from the program.

Student Name   _____

Student Signature   _____

Date   _____